

MYPAC Wraparound Facilitator

Jackson Campus

General Job Summary: The MYPAC Wraparound Facilitator, under the direction of the MYPAC Supervisor, maintains an active caseload by facilitating services for children with severe emotional disturbance (SED). Goals of the services provided by the MYPAC Wraparound Facilitator include: child and family assessment and “wraparound” for SED children and adolescents, meets with clients and designated family members to identify strengths, assess needs covering all life domains, create mutual goals, and develops an initial crisis plan. The Wraparound Facilitator is responsible for direct assessment and service provisions with families, maintaining program statistics and developing required reports, communication and collaboration with the community and various funding sources. Engaging services to client and family may be provided in the office, the family home, or in other community-based locations. The Wraparound Facilitator will work closely with the Mississippi Department of Human Services (“MDHS”), Mississippi Department of Mental Health (“MDMH”) and/or Mississippi Department of Medicaid (“MDOM”).

Essential Functions: Oversees individual casework of each client receiving community services through Wraparound Facilitation and/or MYPAC. Develops meaningful and collaborative relationships with system representatives connected to client and maintains effective therapeutic relationships. Identifies and monitors the clients and families progress relative to the needs, goals and objectives identified in treatment/service plans. Engages participants and the Wraparound Team and works with them to develop an individualized, integrated, family-driven, comprehensive care plan that meets identified needs and incorporates identified strengths. Ensures coordination of client services including medical, dental, vision, psychological, psychiatric, and academic or other specialized services. Completes progress notes on each client related to all services provided. Maintains a working knowledge of MDHS, MDMH and MDOM regulations and standards. Performs related duties as requested by the MYAC Supervisor. Participates in training/in-service opportunities provided by the Agency. Attends meetings as directed by the MYPAC Supervisor. Completes risk assessments on assigned clients and other duties as assigned. Maintains on call responsibilities as directed. Serves as a role model and mentor for staff. Takes initiative to implement good practice and meets licensing and accreditation standards. Interacts professionally and cooperatively with other parts of the agency (i.e., Human Resources, Finance, etc.). Completes assignments in a timely and accurate manner. Is willing to take on additional responsibility in a positive manner. Upholds the mission and values of Methodist Children’s Homes. Completes training necessary to perform position consistent with program and agency staff development plans and identifies training appropriate to this position.

Qualifications:

Knowledge & Experience

- Must be twenty-one (21) years of age.
- Must possess a minimum of a Bachelor’s Degree in a social service or related field.
- Experience working with families and youth with emotional and behavioral needs.
- Must have a minimum of two years (2) of case manager, management & supervisory experience of a child care program.
- Must be certified as a Community Support Specialist by DMH within 90 days of hire.
- Must attend and successfully complete a 3-day Wraparound Facilitator Training (**September 2017**)
- Strong meeting facilitation, communication, and people skills.
- Working knowledge of family systems and family dynamics.

- Ability to meet and handle the public with tact and poise.
- Ability to multi-task in a fast paced work environment.
- Ability to appropriately handle confidential information.
- Ability to understand and consistently implement policies and procedures of the Agency.
- Ability to interact and work cooperatively and effectively with other personnel and clients.
- Ability to show sensitivity and responsiveness to cultural differences in the service population.
- Ability to uphold the mission and values of Methodist Children's Homes.

Skills/Working Conditions:

- Must maintain valid Driver's License and an acceptable driving record.
- Must be insurable by Methodist Children's Homes insurance carrier.
- Must be able to work flexible schedule and shifts including overnights, weekends, holidays and extended periods of time.
- Must successfully complete all phases of pre-service and ongoing training.
- Must be able to work in a fast paced, high pressure, high stress environment.
- Position may experience verbal and/or physical aggression from client population.
- Possible exposure to infectious diseases.
- Caseload not to exceed 10 clients (Wraparound/MYPAC Only)
- Must be able to provide 24-hour accessibility, including weekends and holidays.

Physical Requirements:

- Must provide a negative drug screen result prior to employment.
- Must pass a pre-employment physical and TB test and on-going physical assessments as required.
- Have the ability to perform physical demands associated with daily operational functions, property management, and client maintenance, cooking, shopping, supplies inventory, and other rotating assignments.
- Have the ability to demonstrate organizational, management, and leadership skills.
- Have the ability to generate multiple solutions to meet the changing needs of clients, staff, and communities.

I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION

Employee Signature

Date